

David Whitaker, Esq.
Director
Irvin Corley, Jr.,
Executive Policy Manager
Marcell R. Todd, Jr.
Senior City Planner

LaKisha Barclift, Esq.
Rory Bolger, PhD
Kemba Braynon
Elizabeth Cabot, Esq.

City of Detroit

CITY COUNCIL

LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-4946 Fax: (313) 224-4336

Janese Chapman
Derrick Headd
Anne Marie Langan
Gregory Moots
Julianne Pastula, Esq.
Jerry Pokorski
Analine Powers, PhD
Sabrina Shockley
David Teeter
Kathryn Underwood

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: January 21, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division and submitted to the City Council for referral to the Committees on January 21, 2014.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

Attachments

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on January 21, 2014.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
City Clerk	1	0	0	0
General Services & Planning and Development	1	0	0	1
Homeland Security	1	0	0	0
Municipal Parking 1 Towing Service contract for ABAN	1	0	0	1
Public Works	1	0	0	1
Totals	5	0 Detroit-Based Business Bids	0	3

This list represents appropriations totaling approximately \$ 1,853,274.60¹

Included in the total costs are the following:

City General Fund	\$	76,215.00
General Grant Funds	\$	1,623,729.60
Street Funds	\$	153,330.00

¹ This list includes: New Contract for terms of 1 year to 18 months and for single purchase.

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: January 21, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED
AT THE FORMAL SESSION OF JANUARY 21, 2014**

CITY CLERK

2882816 100% City Funding – To Provide Monthly Payment of License and Maintenance Fees for the Granicus Legislative Management System – Company: Granicus, Location: 600 Harrison Street, San Francisco, CA 94107 – Contract Period: January 1, 2013 through December 31, 2013, with Three (3), One (1) Year Renewal Options – Contract Not to Exceed: \$29,340.00

Costs budgeted to General Fund, Acct. 1000-700010-000025-617900-00265-0-A5060, Appropriation for City Clerk Operations includes available funds of \$1,237,606 as of January 17, 2014.

According to information in the Purchasing File, the Legislative Management System is to assist with organizing and tracking legislative files, maintain supporting documents, generate agendas, manage meetings, publish data, reports to the website.

The system includes: document scan that reduces time on inputting documents; Indexing tool to make legislation more searchable; Multiple users can work on 1 document.

Software package includes a "Meeting Efficiency Suite" that combines minutes with a meeting's recording; capture and publish the minutes; allows minutes to be edited and finalized quickly following the meeting.

The system also includes an "Open Platform" that allows streaming an unlimited number of meetings and events online and over mobile devices, to give local live streaming for up to 50 concurrent viewers.

According to the Contract scope of services, this is a "trial contract" to afford the City an opportunity to test the services being offered.

The monthly license and Maintenance fee is \$2,445 per month, for a total of \$29,340 for the year. The term of the contract is for 1 year, from January 2013 through December 2013, with options to renew 3 additional years. According to the City Clerk's Office monthly payments have been made for this software, through Informal Purchase Orders (less than \$25,000), through Oct. 2013. The processing for renewing this contract has been initiated.

In addition to the Monthly license and maintenance fees of \$2,445 per month; the fee schedule also includes an "upfront cost" for the software products of \$20,000 that could be invoiced on January 25, 2013. *City Council may wish to inquire if the \$20,000 in Upfront Costs have been paid.*

Contract checklist, dated Feb. 21, 2013, indicates this contract is essential to obtain the software system to enable the Clerk's office to perform its functions; System previously purchased by DWSD, enabled the City Clerk's office to receive a discounted price.

Covenant of Equal Opportunity Affidavit signed 6-29-12; TAXES: Good Through 1-31-15 and 8-15-14; Slavery Era Records Disclosure Affidavit signed 12-11-13, indicating business established 1999, no records to disclose; Hiring Policy Compliance Affidavit signed 12-11-13.

GENERAL SERVICES/PLANNING & DEVELOPMENT

2882381 100% Federal Funding – To Provide Various Park Improvements throughout the City of Detroit – Company: Keo & Associates, Inc., Location: 18286 Wyoming Street, Detroit, MI 48221 – Contract Period: October 1, 2013 through September 30, 2014 – Contract Not to Exceed: \$1,500,000.00

Costs budgeted to Block Grant Fund, Acct. 2001-471500-0-628500-13555-0-0, Appropriation for Park Improvements includes available funds of \$1,500,000 as of January 17, 2014.

This recommendation is with the Lowest Bid from the 3 Bids received.

The Lowest Bid was received from KEO & Associates for \$1,376,490.

The other 2 bids received include: WCI for \$1,492,480; and ECM/NQN for \$1,584,197.09.

The project includes renovations at 28 locations. The Parks and renovations were determined by the Recreation Dept. and the Facilities and Planning Group in General Services. Renovation work will be reviewed and approved by the architect on General Services staff. Work is anticipated to begin as soon as weather permits.

Projects and costs include: Krainz, protective surfacing, replace trash receptacles for \$1,600; Butler, Replace swings, install protective surfacing for \$6,608;

Dorais Replace Play equipment, regrade, install concrete walkway, catch basin for \$45,570;

Farwell, Replace swings and trash receptacles, Repair concrete surface in picnic shelter and renovate the basketball court for \$20,992;

Heilmann Replace play equipment, install protective surfaces for \$12,933;

Wish Egan Replace swings and trash receptacles, Repair sink hole, remove weeds from ball field for \$11,465;

A.B. Ford Repair sidewalk, Replace comfort station, renovate soccer field for \$104,334;

Balduck Repair/resurface parking lot, Replace roof on Field House, new fencing at ballfield, new park signs at 4 locations for \$173,027;

Chandler Remove the Swimming pool and associated building and equipment and restore the site for \$65,400;

Messmer Install 35' by 55' concrete basketball surface, posts, Install 20' concrete walkway for \$35,800;

Lafayette Entry Remove and replace approx. 1,140 sq. feet of sidewalk for \$7,840;

Lafayette Central Remove and replace approx. 1,100 sq. ft. of sidewalk, Replace play equipment, install 30' of concrete walkway, replace 7 benches for \$57,948;

Lafayette Plaisance Replace and install new sidewalk, install vehicular gate, Repair backstop, team benches and bleachers, Provide new soccer goals and improve drainage for \$116,946;

Roosevelt Prepare area for installation of sculpture by John Sauve for \$26,500;

Bloomfield Repair rubber surfacing at swings area for \$2,340;

Clark Replace 8,000 sq. ft. of asphalt sidewalk with concrete, provide better drainage at tennis courts for \$41,700;

Discussion continues on following page

General Services/Planning and Development - *continued*

2882381 100% Federal Funding – To Provide Various Park Improvements throughout the City of Detroit – Company: Keo & Associates, Inc., Location: 18286 Wyoming Street, Detroit, MI 48221 – Contract Period: October 1, 2013 through September 30, 2014 – Contract Not to Exceed: \$1,500,000.00

Contract Discussion Continued

Delray Install protective surfacing at Playground area for \$3,480;
Patton Install approx. 500 bollards for \$49,373;
Romanowski Replace play equipment, Repair rubber surface at play area for \$31,120;
Stanton Replace play equipment, Repair rubber surfacing for \$5,099;
Stewart Install protective surfacing at playground area for \$790;
LaSalle-Ford Replace Swing set, trash receptacle for \$9,067;
Littlefield Improvements to drainage for \$16,500;
Rouge Replace picnic table top, Install 2 horseshoe courts, Install rubber surfacing and make improvements to Play equipment for \$25,041;
Stoepel #1 Replace approx. 1,600 sq.ft. of sidewalk, Replace swings, Repair rubber surfacing, Replace picnic tabletops, apply coating to basketball court for \$55,500;
Clinton Replace play equipment and install protective surfacing for \$11,845;
Peterson Replace swings, Repair rubber surfacing, remove trash receptacles for \$4,686;
Palmer Installation of new play equipment, Replace damaged shelter roof, Renovate comfort station, including new roof for \$182,123.

Other costs include: Mobilization for \$33,769; General Conditions for \$172,070; and Bonds & Insurance costs of \$22,512; Additional services for \$123,510; and Miscellaneous for \$422,512.

The Park Renovation is funded entirely by Federal Funds that require this project to comply with HUD Section 3 requirements to provide employment, economic opportunities, to the extent possible, to low-income residents in the areas that work is conducted. The contract includes a general statement of adherence to all requirements of HUD Section 3; however there has not been a specific employment plan submitted by the proposed contractor.

Contract checklist, received January 7, 2014, indicates this contract is essential to implement the park improvement program.

Covenant of Equal Opportunity Affidavit signed 8-6-13; **Detroit Headquartered and Small Business Certification** good through 4-13-14; **TAXES:** Good Through 4-3-14 and 1-14-14; **Slavery Era Records Disclosure Affidavit** signed 8-6-13, indicating No Records to Disclose; **Hiring Policy Compliance Affidavit** signed 8-6-13.

Contract Discussion continues on following page

The Honorable City Council

Contracts and Purchase Orders submitted for Referral on January 21, 2014

Page 4

General Services/Planning and Development - continued

2882381 100% Federal Funding – To Provide Various Park Improvements throughout the City of Detroit – Company: Keo & Associates, Inc., Location: 18286 Wyoming Street, Detroit, MI 48221 – Contract Period: October 1, 2013 through September 30, 2014 – Contract Not to Exceed: \$1,500,000.00

Contract Discussion Continued

Other Recent Contracts awarded to KEO and Associates include the following:

2887194 Renovation work at Northwest Activities Center for Employment Solutions, for a cost of \$185,172, Approved January 14, 2014;

2872928 Renovation of barracks at Fort Wayne, for \$200,000, Approved May 2013;

2878767 Renovations in Coleman Young Municipal Center for \$92,000, Approved May 2013;

2868372 Park Improvements (Wayne Co. funded) for Hynde Park, Heilmann Playfield, Calimera Playground, McCabe Playfield, and at Belle Isle for \$319,541, Approved November 2012;

2866542 Renovations at Coleman Young Recreation Center for \$414,100, Approved Sept. 2012;

2867246 Renovations at Coleman Young Municipal Center for \$710,025.14, July 31, 2012;

2858019 Renovations at Lipke Center for \$182,600, Approved July 17, 2012;

2853915 Park Improvements (Wayne Co. funded) for Cross Playground, Hawthorne Playground and Laker Playground for \$170,000, Approved Feb 21, 2012.

HOMELAND SECURITY

2886869 100% Federal Funding - To Furnish a Sole Source Purchase for Service and Maintenance of Detroit's Smart Messaging System currently used by the City of Detroit Emergency Responders and Key Departments for Early Warning and Updating of Critical Information During Emergencies, Major Incidents and Special Events thru 2014. This purchase is 100% Federally Reimbursable through the 2010 Urban Area Security Initiative (UASI) Grant – Company: Federal Signal-Corporation, Location: 2645 Federal Signal Drive, University Park, IL 60484 – Total Estimated Cost: \$129,729.60

Costs budgeted to General Grants Fund, Acct. 3601-374631-310100-622300-13618-0-A1100, Appropriation for 2011 Homeland Security Grant Program includes available funds of \$604,848 as of January 17, 2014.

This contract is for the Smart Message System, which is an early warning messaging system currently used by the City of Detroit to provide real time early warning and messages to first responders at times of emergencies and significant incidents. Messages are sent to work, home, cell, computer, and dispatch sources to ensure key information is received.

This is indicated to be a Sole Source contract; Federal Signal is the creator and proprietor of the Smart Message system; This system has been installed in Detroit for a number of years and is currently maintained by Federal Signal.

A previous contract with Federal Signal for the Annual Maintenance and Support Plan, PO 2877489, was approved April 30, 2013 for the period from January through December 2012 for a total cost of \$121,750. Also approved April 30, 2013 was a Contract 2877487 for the purchase of the Codespear Smart Messaging System (equipment, radio, antenna, software licensing) for a cost of \$135,529.

The proposed contract appears to be a continuation of the previous Purchase Order for the service and maintenance of the Smart Messaging System. This appears to be for the period from January 2013 through May 2014.

Total cost for January through June 2013 is \$43,225 (includes a 5% discount from 2012 prices); Total cost for July 2013 through May 2014 is \$80,504.60 (includes an 8% discount from 2012 pricing). The total cost is \$123,729.60. The indicated amount of \$129,729.60 was printed incorrectly.

Contract checklist, received Dec. 20, 2013, indicates this contract is essential, the system is “currently used by Fire, Police and EMS dispatch, emergency responders and key departments for early warning and updating of critical information during emergencies, major incidents, and special events.”

MUNICIPAL PARKING

2884904 100% City Funding – To Provide Towing Service, ABAN, Citywide – Company: Nationwide Recovery Inc., Location: 11785 Freud Street, Detroit, MI 48214 – Contract Period: July 1, 2013 through June 30, 2014 – Contract Amount Not to Exceed: \$46,875.00

Costs budgeted to General Fund, Acct. 1000-340083-0-617900-00102-0-0, Appropriation for Parking Violations Bureau includes available funds of \$3,880,229 as of January 17, 2014.

The proposed contract is part of the Municipal Parking Departments new Abandoned Vehicle Program. A total of 8 contracts have been awarded; all contracts are for a term of 1 year, through June 30, 2014, for a cost of \$46,875.

Two (2) contracts were submitted the week of Dec. 16, 2013 and approved with H & B Land, 13020 E. McNichols Rd. (No. 2884900); and Elite Towing, 13000 E. McNichols (No. 2884999).

Five (5) additional contracts were submitted January 7, 2014, and HELD in the Public Health and Safety Committee pending the response to questions. These contracts include: ABA Impound, 14201 Joy Rd. (No. 2884897); City Auto Storage at 14201 Joy Rd. (No. 2884898); J & C Recovery, 14201 Joy Rd. (No. 2884901); Detroit Auto Recovery Service at 14201 Joy Rd. (No. 2884902); and Michigan Auto Recovery Services at 8850 Southfield Rd. (No. 2884903).

The 8 proposed contractors previously provided towing services through the Police Dept. and have agreed to continue towing for the set rate of \$125 per tow to the City Impound Lot at 6311 Caniff. Abandoned vehicles continue to be tagged by Police Officers after 48 hours; the tower located closest to the vehicle to be towed will be contacted to provide the tow. Each contract provides for up to 375 tows.

Payment to the contractors to be based on the receipt of a monthly invoice providing details including: Towing authorization number; Date of the tow; Vehicle make, model, license plate (if present), and vehicle identification number.

Contract checklist, not dated, indicates this contract is essential to provide require towing to the City Impound Facility of police authorized tows to remove abandoned vehicles.

Covenant of Equal Opportunity Affidavit signed 8-20-13; TAXES: Good Through 8-8-14 and 6-30-14; Hiring Policy Compliance Affidavit signed 8-20-13; Slavery Era Records Disclosure Affidavit signed 1-10-14, indicating business established 1993, no records to disclose.

The Honorable City Council

Contracts and Purchase Orders submitted for Referral on January 21, 2014

Page 7

PUBLIC WORKS

2881122 100% City Funding – To Provide Cargo Vans – RFQ #45818 – REQ #289426 – Company: Jorgensen Ford Sales, Location: 8333 Michigan Avenue, Detroit, MI 48210 – Quantity (6) – Unit Prices Range from: \$25,555.00/Each – Sole Bid – Actual Cost: \$153,330.00

Costs budgeted to Major Street Fund, Acct. 3301-193850-000048-644600-04189-0-A4570, Appropriation for Major Street Fund-Capital includes available funds of \$60,844,848 as of January 17, 2014.

7 Bids solicited, 1 Bid received on Open Market for the purchase of 6 cargo vans. The only bid received was from Jorgensen Ford Sales, for the 2014 Ford Transit Connect XLT Compact Cargo Van. This was the only bid received and opened August 9, 2013.

The vehicles include a warranty for 5 years or 100,000 miles on the engine, transmission and powertrain components. The production schedule cut-off for the 2014 model is indicated to be April 1, 2014.

According to Public Works, they are in the process of replacing older vehicles.

Contract checklist, dated January 8, 2014, indicates this contract is essential for the procurement of equipment that is critical to the department's functions.

Covenant of Equal Opportunity Affidavit signed 4-1-13; TAXES: Good Through 7-17-14 and 6-30-14; Slavery Era Records Disclosure Affidavit signed 1-24-12, indicating business established 1999, no records to disclose; Hiring Policy Compliance Affidavit signed 6-8-12; HOWEVER, Employment Application submitted DOES INCLUDE a question if applicant has any felony convictions - Vendor does include a printed statement, dated Nov. 21, 2013, that the business does not inquire or consider criminal convictions of applicants for employment.